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Title: Title 1, Payroll/Personnel Manual

Chapter:

Bulletin: Title 1, 08-12, New Document Type 444, Enterprise Human Resources Integration (EHRI), Health Benefits, Retirement System Modernization (RSM) Elements and Master Change File Document (030 Document) Changes

Date: October 31, 2008

To: Holders of Payroll/Personnel Manual

The National Finance Center (NFC) will be implementing various modifications as part of the 2008 Payroll/Personnel System (PPS) database change project, which is effective Pay Period 22. This bulletin addresses processing of the new Document Type 444 (444 Document) for Enterprise Human Resources Integration (EHRI), Health Benefits, and Retirement System Modernization (RSM) Elements. Additionally, the bulletin addresses related changes to the Master File Change Document (030 Document) and the corresponding processing instructions. Lastly, the bulletin explains how Creditable Military Service and Service Obligation data should be handled.

#### **Document Type 444 Fields and General Processing Instructions**

The following information is now entered on Document Type 444:

- FESI Identifier Number
- Citizenship Country Code
- Service Obligation Type Code 1
- Service Obligation 1st End Date Year
- Service Obligation 1st End Date Month
- Service Obligation 1st End Date Day
- Service Obligation Type Code 2
- Service Obligation 2nd End Date Year
- Service Obligation 2nd End Date Month
- Service Obligation 2nd End Date Day
- Service Obligation Type Code 3
- Service Obligation 3rd End Date Year
- Service Obligation 3rd End Date Month
- Service Obligation 3rd End Date Day
- Service Obligation Type Code 4

- Service Obligation 4th End Date Year
- Service Obligation 4th End Date Month
- Service Obligation 4th End Date Day
- FICA Coverage Indicator 1
- FICA Coverage Indicator 2
- Creditable Military Service Years
- Creditable Military Service Months
- Creditable Military Service Days
- Military Lost Days
- Appointment Excluded From CSRS Indicator
- Appointment Excluded From FERS Indicator
- FERS Indicator
- FERS Election Date Year
- FERS Election Date Month
- FERS Election Date Day
- Correspondence Region
- Correspondence Country Code
- FEGLI Assignment Indicator
- FEGLI Post Election Basic Insurance Amount
- FEGLI Designation of Beneficiary Indicator

Document Type 444 was implemented to allow multiple elements to be entered/changed at a time. **Note:** It is important to complete all of the applicable fields with appropriate data on the Document Type 444 as calculations will occur based on the complete/incomplete information provided.

#### **Document Type 444 versus 030 Document**

In order to accommodate a process for deletion of incorrect data entered on the new Document Type 444, the following data elements from the Document Type 444 have also been added to the 030 Document:

- FEGLI Assignment Indicator
- Citizenship Country Code
- Creditable Military Service Time (Years/Months/Days)
- Service Obligation Type Code 1
- Service Obligation Type Code 2
- Service Obligation Type Code 3

- Service Obligation Type Code 4
- Military Lost Days
- Correspondence Region
- Correspondence Country Code

Although these fields are on both the 444 and the 030 Documents, new data should be entered using Document Type 444. Changes to these fields should also be made using Document Type 444. The 030 Document should only be used to remove erroneous data for these fields from the database. Data cannot be removed using Document Type 444. To remove erroneous data on the 030 Document, only zeros or spaces should be used. Additionally, Yes/No and blank indicators must also be removed via a 030 Document.

#### **Document Type 030 versus the Personnel Action Input Document (Document Type 063)**

In order to accommodate a process for removal of incorrect data originally entered on Document Type 063 (063 Document), the following data elements have also been added to the 030 Document:

- CSRS Previous Coverage Indicator
- FERS Previous Coverage Indicator
- Customs and Border Protection Officer Retirement SCD Date (YR, MO, DA)
- FEGLI Court Order

Although these fields are on both 063 and the 030 Documents, new data should be entered using the 063 Document. Changes to these fields should also be made using the 063 Document. The 030 Document should only be used to remove erroneous data for these fields from the database. Data cannot be removed using the 063 Document. To remove erroneous data on the 030 document, only zeros or spaces should be used. Additionally, Yes/No and blank indicators must also be removed via the 030 document.

#### **Creditable Military Service**

Fields for tracking Creditable Military Service information have been available through entry on the 063 Document under the CREDITABLE–MILITARY–SERVICE fields. However, this entry process only captured the month and year values. The 444 Document will also include the day value along with the month and year values under the MIL–CREDITABLE–SVC fields.

The following describes how the various Creditable Military Service database fields are cross-populated depending upon which entry process is used:

- The entry of creditable military service using the 444 Document will populate the day, month, and year values under the MIL-CREDITABLE-SVC fields. Entry of creditable military service using the 444 Document will also populate the month and year fields under CREDITABLE-MILITARY-SERVICE.
- The entry of creditable military service using the 063 Document will populate the month and year values under the CREDITABLE-MILITARY-SERVICE fields. Entry of creditable military service using the 063 Document will also populate the month and year fields under MIL-CREDITABLE-SVC fields. However, the day field under MIL-CREDITABLE-SVC field will default to zeros.

### Service Obligation Data

The six types of Service Obligations are training received, student loan repayment, paid move, retention, relocation, and recruitment bonus. The four distinct set of fields for capturing Service Obligation data on the 444 Document are SVC-OBLIGATION-TYPE-CD1, SVC-OBLIGATION-TYPE-CD2, SVC-OBLIGATION-TYPE-CD3, and SVC-OBLIGATION-TYPE-CD4. These four fields also have corresponding date fields.

The following applies to processing Service Obligation Data:

- Prior to entering any new Service Obligation data, the Information/Research Inquiry System (IRIS) 119 (Employee Personnel Data) screen should be used to check the Service Obligation Type field.
- If Service Obligation Type field 1 already contains data, new data will need to be entered in the next available field (i.e. Service Obligation Type field 2, 3, or 4). If the next available field is not chosen, the new data entered will overlay the data on the database in the already populated field.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about the database changes as described above to the Payroll/Personnel Call Center at **504-255-4630**.

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JOHN S. WHITE, Acting Director  
Government Employees Services Division

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